



APPLICATION FOR PRE PURCHASE INSPECTION

Food Regulation 2004 & Australian Standard 4674-2004 – Design, construction and fit out of food premises

This form	Use this form to apply for a pre purchase inspection of a food premises.
Disclaimer	<p>City of Newcastle's inspection is for the purpose of pre-purchase inspections. If City of Newcastle identifies serious breaches of the Food Act or other relevant legislation on inspection City of Newcastle may take enforcement action as appropriate.</p> <p>City of Newcastle may also disclose contents of pre-purchase inspection to a third party if required to do so by another relevant statutory provision.</p>
Lodgement	Send the application to us by mail or courier, or deliver it in person. See reverse. Payments accepted 8.30 am - 4.30 pm.
Need help?	Phone Compliance Services on (02) 4974 2000, or come in and see us.

Part 1: Premises details

1. Location and title description of the property	Unit No House No Street Locality Lot(s) Section Deposited Plan(s) Strata plan <i>Get these details from rate notices, property deeds, or from Council property maps. If unsure, ask us for assistance.</i>
2. Type of business
3. Premises current name

Part 2: Applicant details

4. Your name, address etc	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Family name (or company) Given names (or ACN) Postal address Post Code <i>We will post our reply to this address</i> Phone (...) Alternative phone (...) Fax (...) E-mail <i>Only if a company:</i> Contact person Reference no.
----------------------------------	---

Part 3: Signature

5. Existing Owner's consent <i>Must be completed by the owner of the business. If more than one owner, every owner must sign.</i>	<p>I hereby give permission for City of Newcastle to enter the premises at the address stated above in order to carry out a pre-purchase inspection.</p> <table><tr><td>Signature</td><td>Date</td><td>Capacity*</td></tr><tr><td>1.....</td><td>.....</td><td>.....</td></tr><tr><td>2.....</td><td>.....</td><td>.....</td></tr></table> <p><i>*If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee, company director).</i></p>	Signature	Date	Capacity*	1.....	2.....
Signature	Date	Capacity*								
1.....								
2.....								

6. Your signature

Signature Date

NOTE

City of Newcastle's inspection involves a visual inspection of the premises to assess compliance with the Food Regulation 20047 and the Australian Standard 4674-2004 – Design, construction and fit out of food premises at the time of the inspection.

The inspection **DOES NOT** include

- Assessment of compliance with the Building Code of Australia
- Investigation of the presence of development approvals, and compliance with any such approvals,
- Investigation of the presence of outstanding notices and order on the subject premises; or
- Assessment of the structural integrity of the building.

Further information regarding such matters may be obtained by applying for a planning certificate by contacting City of Newcastle on (02) 4974 2000.

Privacy provisions

The information you provided for your application will be recorded by City of Newcastle, PO Box 489, Newcastle 2300 and used for the purposes of assessing your proposal. The information is intended for use by City of Newcastle as the consent authority and any other relevant government agency who may be required to assess the proposal. Details of the application and any subsequent decision will also be kept in a register by City of Newcastle that can be viewed by the public at any time. If this information is not provided your application may not be accepted, nor processed or rejected for lack of information. Please contact City of Newcastle if the information you have provided is incorrect or changes.

How to lodge your application

Address the application to:

Chief Executive Officer
City of Newcastle

and send it to us by any of the following methods:

Mail: PO Box 489
Newcastle 2300

Courier or personal delivery:
Ground Floor
12 Stewart Avenue, Newcastle West

How to contact us:
Phone: (02) 4974 2000
E-mail: ptrmail@ncc.nsw.gov.au

Web: www.ncc.nsw.gov.au

We are open for business from 8.30 am to 5.00 pm, Mondays to Fridays. Note: payments accepted between **8.30am and 4.30 pm**.

If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment. We recommend that you consult with a City of Newcastle officer before submitting this application.

Fees

Please contact Compliance Services on (02) 4974 2000 or view them on City of Newcastle's website.

Payment methods

You can pay by cash, cheque, or the following debit cards: Visa or Mastercard. Make cheques payable to 'City of Newcastle'. Do not send cash in the mail.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to City of Newcastle for card payments. This fee will be 0.75% (GST incl) per transaction.

Coming in to see us?

Our Customer Contact Centre is located on the ground floor of the City of Newcastle City Administration Centre, 12 Stewart Avenue, Newcastle West. Disabled access available.